

IAG-294
Research Standing
Committee
5-14-76

SURVEY
On The Use Of
INDIVIDUAL DEVELOPMENT PLANS

AGENCY/BUREAU _____ LOCATION _____

SURVEY COMPLETED BY: Names _____ Title _____ Phone _____

Organization _____ Location _____

Is the survey completed for: () Field () Headquarters

DEFINITION OF INDIVIDUAL DEVELOPMENT PLAN: A recorded systematic approach to individual training and development based on the needs of the organization and the goals and objectives of the individual. Specific valid training developmental experiences are identified and scheduled and the plan approved by appropriate management personnel.

A. GENERAL INFORMATION

1. Does your organization currently use IDP's? () Yes () No If you have used IDP's but subsequently discontinued them, complete the "Initial" column under Section B. If you have never used IDP's simply return the Survey.
 - a. If you checked Yes:
 - o Indicate the number of employees in your organization. _____
 - o Indicate the number of employees covered by an IDP. _____
2. In what year were IDP's first used in your organization. _____
 - a. Indicate the number of employees in your organization at that time. _____
 - b. Indicate the number of employees in your organization covered by IDP's at that time. _____

B. EXPERIENCE WITH IDP's

	Initial Indicate Year _____	Current 1976
1. For which occupational groups are IDP's prepared?	() Admin. & Clerical () Scientific & Tech. () Professionals () Supervisors () Managers & Executives () High Potential Managers () Executives	() Admin. & Clerical () Scientific & Tech. () Professionals () Supervisors () Managers & Executives () High Potential Managers () Executives

2. For which grade levels are IDP's prepared?

- | | |
|--|--|
| <input type="checkbox"/> Supergrades | <input type="checkbox"/> Supergrades |
| <input type="checkbox"/> GS 13-15 | <input type="checkbox"/> GS 13-15 |
| <input type="checkbox"/> GS 9-12 | <input type="checkbox"/> GS 9-12 |
| <input type="checkbox"/> GS 5-8 | <input type="checkbox"/> GS 5-8 |
| <input type="checkbox"/> GS 1-4 | <input type="checkbox"/> GS 1-4 |
| <input type="checkbox"/> Wage Schedule | <input type="checkbox"/> Wage Schedule |

3. Are IDP's used in connection with:
(check if IDP used for this purpose)

- | | |
|---|---|
| a. <input type="checkbox"/> Employee Performance Evaluations | a. <input type="checkbox"/> Employee Performance Evaluations |
| b. <input type="checkbox"/> Specific Skills Improvement | b. <input type="checkbox"/> Specific Skills Improvement |
| c. <input type="checkbox"/> Broadening Employee Perspective | c. <input type="checkbox"/> Broadening Employee Perspective |
| d. <input type="checkbox"/> Developing New Skills | d. <input type="checkbox"/> Developing New Skills |
| e. <input type="checkbox"/> To Document Adverse Action Cases | e. <input type="checkbox"/> To Document Adverse Action Cases |
| f. <input type="checkbox"/> Formal Training: Long & Short Term | f. <input type="checkbox"/> Formal Training: Long & Short Term |
| g. <input type="checkbox"/> Mobility/Detail Assignments | g. <input type="checkbox"/> Mobility/Detail Assignments |
| h. <input type="checkbox"/> Planning for Inter- or Intra-Agency Training | h. <input type="checkbox"/> Planning for Inter- or Intra-Agency Training |
| i. <input type="checkbox"/> Budget Development | i. <input type="checkbox"/> Budget Development |
| j. <input type="checkbox"/> Annual Training Projections for CSC Programs | j. <input type="checkbox"/> Annual Training Projections for CSC Programs |
| k. <input type="checkbox"/> Scheduling Inter- or Intra-Agency Training | k. <input type="checkbox"/> Scheduling Inter- or Intra-Agency Training |
| l. <input type="checkbox"/> Correcting Internal Organizational Deficiencies Noted by CSC or GAO | l. <input type="checkbox"/> Correcting Internal Organizational Deficiencies Noted by CSC or GAO |
| m. <input type="checkbox"/> Meeting MBO Program Requirements | m. <input type="checkbox"/> Meeting MBO Program Requirements |

(Continued)

3. (Continued)

- n. ☐ EEO Objectives
- o. ☐ Executive Development
- p. ☐ Upward Mobility
- q. ☐ New Technologies/
Mission Changes
- r. ☐ Forecasting Man-
power Needs
- s. ☐ Other _____

- n. ☐ EEO Objectives
- o. ☐ Executive Development
- p. ☐ Upward Mobility
- q. ☐ New Technologies/
Mission Changes
- r. ☐ Forecasting Man-
power needs
- s. ☐ Other _____

4. In what areas have the organizational objectives referred to in Question 3 been achieved? (Indicated by the appropriate letter)

☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐

☐ ☐ ☐ ☐ ☐ ☐

5. Are all employees in your organization required to have an IDP?

☐ Yes

☐ No

☐ Comments _____

☐ Yes

☐ No

☐ Comments _____

6. When are IDP's prepared?

☐ When given Performance Evaluation

☐ E.O.D.

☐ Start of Calendar Yr.

☐ Start of Fiscal Yr.

☐ Other _____

☐ When given Performance Evaluation

☐ E.O.D.

☐ Start of Calendar Yr.

☐ Start of Fiscal Yr.

☐ Other _____

7. For what duration are IDP's prepared?

☐ 6 months

☐ 12 months

☐ 18 months

☐ Other _____

☐ 6 months

☐ 12 months

☐ 18 months

☐ Other _____

Initial

Current⁴
1976

8. Indicate which types of experiences are included in the IDP?
- | | |
|----------------------------|----------------------------|
| a. () OJT | a. () OJT |
| b. () Details | b. () Details |
| c. () Rotation | c. () Rotation |
| d. () Long Term Training | d. () Long Term Training |
| e. () Short Term Training | e. () Short Term Training |
| f. () Other _____ | f. () Other _____ |
9. Who prepares the IDP?
- | | |
|-----------------------------------|-----------------------------------|
| () Employee Only | () Employee Only |
| () Supervisor & Employee | () Supervisor & Employee |
| () Training Officer & Employee | () Training Officer & Employee |
| () Training Officer & Supervisor | () Training Officer & Supervisor |
| () Other _____ | () Other _____ |
10. Who counsels and reviews the prepared IDP?
- | | |
|-----------------------|-----------------------|
| () Unit's Manager | () Unit's Manager |
| () Next Higher Level | () Next Higher Level |
| () Training Officer | () Training Officer |
11. If the developmental experiences are not completed, what action is taken?
- | | |
|---------------------------|---------------------------|
| () Schedule on a New IDP | () Schedule on a New IDP |
| () Employee Counseled | () Employee Counseled |
| () Supervisor Counseled | () Supervisor Counseled |
| () Other _____ | () Other _____ |
12. Are IDP's used to monitor agency training productivity?
- | | |
|---------|---------|
| () Yes | () Yes |
| () No | () No |
13. FPM-410 requires an annual review of training. Are IDP's used for this review?
- | | |
|---------|---------|
| () Yes | () Yes |
| () No | () No |

	Initial <hr/>	Current 1976 <hr/>
14. FPM-410 requires that training be integrated with other personnel management activities. Are IDP's used to facilitate this integration?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
15. Are IDP's used to establish training needs?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
16. Are data developed through IDP's placed in an automated management information system?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
17. Are IDP's part of the employee's permanent Personnel record?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
18. Do the format and substance of IDP's for lower grade employees differ from those of higher grade employees: If yes, please explain and submit samples. <hr/> <hr/>		
19. Do Unions play a role in the administration of the IDP system in your organization? If yes, please explain: <hr/>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
20. From your experience, do employees consider IDP's (check applicable responses)	<input type="checkbox"/> A Binding Contract <input type="checkbox"/> "Pie in the Sky" <input type="checkbox"/> A Valuable Part of Career Development <input type="checkbox"/> Worthless for Merit Promotion <input type="checkbox"/> Very important for Merit Promotion <input type="checkbox"/> A Reward <input type="checkbox"/> A Punishment <input type="checkbox"/> Other _____	<input type="checkbox"/> A Binding Contract <input type="checkbox"/> "Pie in the Sky" <input type="checkbox"/> A Valuable Part of Career Development <input type="checkbox"/> Worthless for Merit Promotion <input type="checkbox"/> Very important for Merit Promotion <input type="checkbox"/> A Reward <input type="checkbox"/> A Punishment <input type="checkbox"/> Other _____

21. Do employees have realistic expectations as a result of completing an IDP?

() Yes
() No
() Comments _____

() Yes
() No
() Comments _____

22. Do IDP's (check responses which are true)

() Improve communications between line and staff as related to training efforts
() Facilitate Training & Development
() Improve quality of Training
() Result in an increase in training activities
() Other _____

() Improve communications between line and staff as related to training efforts
() Facilitate Training & Development
() Improve quality of Training
() Result in an increase in training activities
() Other _____

23. How does management view IDP's?
(check applicable responses)

() A Binding Contract
() "Pie in the Sky"
() A Valuable Part of Career Development
() Worthless for Merit Promotion
() A Technique to Circumvent the Merit Promotion Program
() A Reward
() A Corrective Technique
() A Valuable Tool
() Other _____

() A Binding Contract
() "Pie in the Sky"
() A Valuable Part of Career Development
() Worthless for Merit Promotion
() A Technique to Circumvent the Merit Promotion Program
() A Reward
() A Corrective Technique
() A Valuable Tool
() Other _____

Initial

Current
1976

24. Overall, do you consider IDP's useful in your organization? ☐ Yes ☐ No ☐ Yes ☐ No
25. List the advantages and disadvantages of using IDP's in your organization. Also, if you checked Yes for item #14, please specify how this is achieved.

(Note: Please attach copies of IDP formats in use in your organization.)